



FAUQUIER COUNTY SHERIFF'S OFFICE

78 West Lee Street
Warrenton, Virginia 20186
Tel: (540) 422-8600
Fax: (540) 422-8607

TRESPASSING NOTICE PROCEDURES

The following steps should be taken by property owners (also known as Petitioners) desiring to ban an individual from their property. To ensure that the Sheriff's Office can affect an arrest and that the Commonwealth's Attorney can successfully prosecute, each step should be completed as specified.

- Use the attached notice form. Ensure that it is signed by the property owner. Apartment tenants can only ban trespassing within their unit, not the apartment grounds. (Banishment from the grounds must be done by the owner of the apartment complex/property).
- The notice form may be hand delivered by you if you choose to do so.
- You may also mail the completed notice form to the individual you wish to notify. It must be sent by certified mail, return receipt requested requiring a signature from the recipient. (See USPS for assistance).
 - Save your copy of the receipt showing post office delivery. This receipt may be needed for court proceedings.
- If a person you have notified returns to your property, you should direct them to leave. If they fail to do so, you should call the Dispatch Center at (540) 347-3300 to have a deputy respond.
- If the person leaves prior to the deputy's arrival, you may still seek to have the individual arrested and prosecuted. To do so, you will be required to appear before a magistrate to obtain a warrant. The warrant will be served by the Sheriff's Office or sent to another jurisdiction for service if necessary.
- You will be required to appear in court on the day of trial to testify.

NOTE: This notice should be completed in sufficient copies so that each person being notified receives one, plus a copy must be retained by the property owner, his agent, the tenant, or manager of the business. If notice is mailed, it must be sent by USPS certified mail, with return receipt requested. Be sure to retain your returned receipt from the USPS so that service can be established.

NOTICE FORBIDDING TRESPASS

TO:

(Name)

(Address)

(City)

(State)

(Zip Code)

Pursuant to section 18.2-119 of the Virginia State Code, you are hereby notified that you are FORBIDDEN TO TRESPASS or enter upon the premises of or upon the property list below, including the lands, dwellings, or curtilage thereof under any circumstances.

(Business Name if Applicable)

(Street Address)

(City)

Virginia

(State)

(Zip Code)

Fauquier

(County)

Failure to comply with this notice may result in your arrest and prosecution for trespassing, a class one misdemeanor punishable by up to twelve months in jail and or a fine of not more than \$2,500.

Do not contact the petitioner (property owner) of this notice for any reason. This notice shall remain in full force and effect until such time as the petitioner withdraws this notice or otherwise renders it invalid.

(Signature)

(Printed Name)

(Date)

☐ Owner

☐ Owner's Agent

☐ Tenant

☐ Manager of Above Business

Notice Delivered By:

☐ Served in person by:

(Name and Badge # if Applicable)

(Date)

(Time)

AND/OR

☐ Sent by USPS certified mail, return receipt requested by:

(Name)

(Date)